

Instructions

Module 1 Project-Coach Thank You Letter (50 Points)

What Is a Thank-You Letter?

A thank-you letter is a formal written letter used to express one's gratitude to another individual. Anyone can write a thank-you letter to any person. The important thing in writing a thank-you letter is the deep sincerity and gratitude one really feels toward the person.

Section 1: (15 points)

Think of a coach that you have played for at any time who made a positive impact on your life. Answer these questions using complete sentences. Your answers should be at least three (3) sentences for each question. Please number your responses 1-5 based on the question you are answering.

1. What were the positive traits they exhibited? (3 points)
2. How did these traits make a positive impact on you? (3 points)
3. How did this coach help to mold/influence who you are today? (3 points)
4. How do you want to teach your players to be? (3 points)
5. What kind of influence do you want to have on them? (3 points)

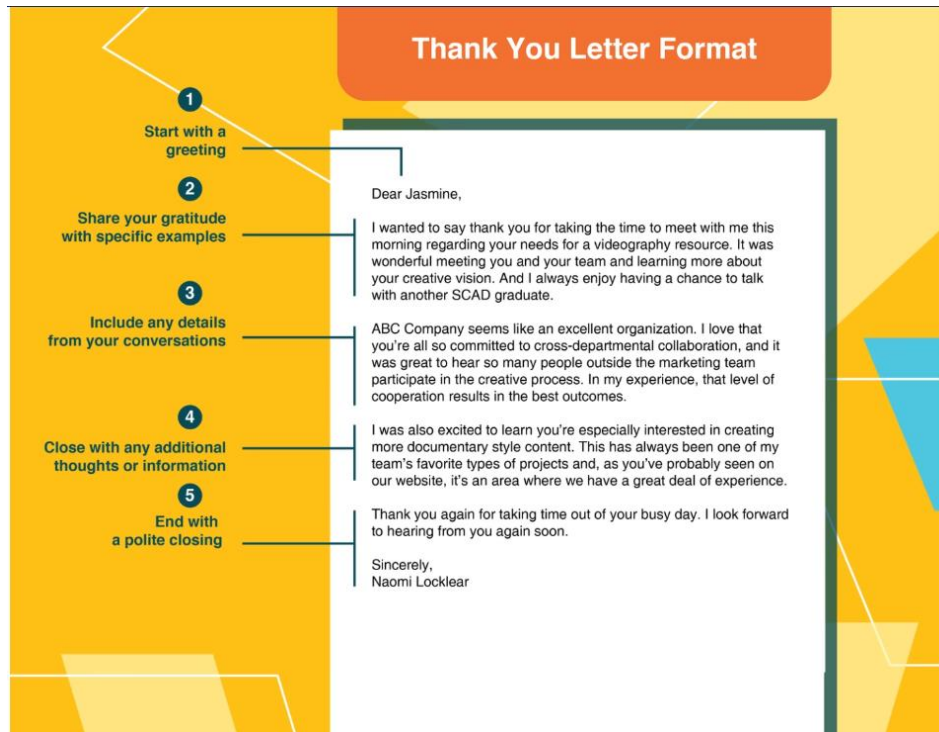
Section 1 responses should be submitted on a separate page and not on the same page as your letter.

Once you have completed **Section 1**, use your responses to complete **Section 2**.

Section 2: (25 points)

Using your responses to the five questions in **Section 1**, you are going to write a letter to the coach that made a lasting impact on your life. You will need to use the correct format for writing a thank you letter that is included below in this assignment. This letter should express "thank you" for the many ways this coach has impacted and influenced your life! This should not be written as a list! This must be in the thank you letter format! This person has impacted your life! Tell them and thank them for it! You will need to submit a final copy of your "thank you" letter. Points will be deducted for not following the guide of the correct format for a thank you letter shown below. Your content will be different from the sample letter below, but you should follow the same format. Make sure you

include all five parts of a thank you letter (greeting, three body paragraphs, polite closing) to receive credit.



The diagram illustrates the structure of a thank you letter with five numbered steps on the left, each linked by a line to a corresponding part of a sample letter on the right. The sample letter is titled "Thank You Letter Format" in an orange box at the top. The steps and their corresponding text are:

- 1 Start with a greeting** → Dear Jasmine,
- 2 Share your gratitude with specific examples** → I wanted to say thank you for taking the time to meet with me this morning regarding your needs for a videography resource. It was wonderful meeting you and your team and learning more about your creative vision. And I always enjoy having a chance to talk with another SCAD graduate.
- 3 Include any details from your conversations** → ABC Company seems like an excellent organization. I love that you're all so committed to cross-departmental collaboration, and it was great to hear so many people outside the marketing team participate in the creative process. In my experience, that level of cooperation results in the best outcomes.
- 4 Close with any additional thoughts or information** → I was also excited to learn you're especially interested in creating more documentary style content. This has always been one of my team's favorite types of projects and, as you've probably seen on our website, it's an area where we have a great deal of experience.
- 5 End with a polite closing** → Thank you again for taking time out of your busy day. I look forward to hearing from you again soon.
Sincerely,
Naomi Locklear

Section 3: (10 points)

Yes, you are actually going to address an envelope and mail this letter! You will need to get the mailing address for this coach (it can be mailed to their school if they are still teaching/coaching), complete the mailing envelope including the mailing address and your return address, place a stamp on the envelope and actually mail the "thank you" letter! You will need to use the correct format for addressing and stamping the envelope that is included below in this assignment. You will need to take a picture of the fully addressed and stamped envelope to

submit before you mail the letter! Be sure to follow the correct format for addressing an envelope (return address, address, stamp) to receive credit. The picture of your completed envelope must be submitted to receive credit!

Addressing Envelopes and Packages

